

**BY ORDER OF THE COMMANDER
18TH WING (PACAF)**

18TH WING INSTRUCTION 32-4001

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Civil Engineering

**DISASTER PREPAREDNESS PROGRAM
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 32-40, *Disaster Preparedness* and establishes policy and procedures for managing the Kadena Disaster Preparedness Program. It provides guidance for conducting unit programs and outlines responsibilities for supporting AFI 32-4001, *Disaster Preparedness Planning and Operations*, AFI 32-4002, *Hazardous Material Emergency Planning and Response Program*, AFMAN 32-4004, *Emergency Response Operations*, AFMAN 32-4005, *Personnel Protection and Attack Actions* and Kadena AB OPlan 32-1, *Base Disaster Operations Plan*. It applies to 18th Wing and associate units at Kadena Air Base. This publication does not apply to the Air National Guard or US Air Force Reserve.

SUMMARY OF REVISIONS

Staff assistance visits supporting the wing disaster preparedness program are recommended at least every 24 months. Unit schedulers will be required to provide 18 CES/CEX with training statistics as a part of the quarterly slot allocation request. Unit DP Reps are no longer required to maintain hard copies of required publications. Changed the name of the Readiness Council to the Disaster Preparedness Council. Training statistics will be briefed to commanders at the Disaster Preparedness Council or other appropriate venue. Annual NBCD Show of Competency as outlined in AFI 32-4001, PACAF Sup 1, will be conducted during Enlisted Specialty Training at the unit level. Inserted training table with initial and refresher frequencies. Contamination Control Teams and Wartime Shelter Management Teams are not required to be appointed and trained until an increase in threat occurs. Peacetime Shelter Management Teams, as tasked by KAB OPlan 32-1, are required to be appointed to and trained by 18 CES/CEX. The Unit Communications Point has been deleted and all units are required to have a Unit Control Center. New or revised material is indicated by a bar (|).

1. Policy.

1.1. The 18th Civil Engineer Squadron, Readiness Flight (18 CES/CEX) manages the Disaster Preparedness Program for the Kadena complex. All wing and associate units are responsible for accomplishing taskings specified in Air Force guidance documents, to include this instruction and KAB OPlan 32-1 in the interest of developing and maintaining a viable Disaster Preparedness Program.

2. Responsibilities.

2.1. All Unit Commanders and/or Staff Agency Chiefs will:

2.1.1. Appoint a unit disaster preparedness representative (DPR).

2.1.2. Provide specialized team members: Shelter Management Teams (SMT), Contamination Control Teams (CCT), Disaster Preparedness Support Teams (DPST), Disaster Control Group (DCG) representatives and Exercise Evaluation Team (EET) members as required by KAB OPlan 32-1, this instruction and/or the wing Resource Augmentation Duty (READY) program.

2.1.2.1. Members will be appointed through 18 CES/CEX. Appointment letters will be used for appointment notifications. Provide 18 CES/CEX the name, rank, duty phone, team assignment and DEROS information of these individuals. Members must have at least one year retainability on station to be assigned to a specialized team.

2.1.2.2. Ensure qualified replacements are assigned and trained at least 60 days before the DEROS of specialized team members and DP representatives. Once trained, personnel will not be replaced for reasons other than PCS, PCA or medical disqualification without approval of the appropriate group commander.

2.1.2.3. Specialized team members will not be assigned conflicting emergency duties which would prevent response to peacetime emergencies or wartime operations at Kadena AB.

2.1.3. If required, serve as a member of the Disaster Preparedness Council (See [Attachment 2](#) for membership).

2.1.4. Ensure unit Operating Instructions and/or checklists to supporting AFI 32-4001, 18 WGI 32-4001, *Disaster Preparedness Program Management* and Kadena AB OPlan 32-1 are developed and kept current.

2.1.4.1. Use the Operating Instruction example in [Attachment 3](#) when building unit operating instruction.

2.1.4.2. Examples of unit checklists may be found in the latest Unit Control Center Guide posted on the 18 CES/CEX web page.

2.1.5. Implement the wing Disaster Preparedness information program as directed by 18 CES/CEX.

2.1.6. Request a Staff Assistance Visit (SAV), as needed, from 18 CES/CEX. A frequency of every 12 months is recommended. Requested SAV can be a complete program review or for specific areas of interest.

2.1.7. Ensure specialized disaster preparedness equipment is budgeted for, bought and maintained. (See [Attachment 1](#))

2.1.8. Ensure Mission Essential Typhoon Passes are issued only to mission essential personnel involved in base recovery operations after typhoons. (See para 13. for details.)

2.1.9. Provide supplemental training (unit specific training) for DCG and specialized team members.

2.2. Unit Disaster Preparedness Representative (DPR) will:

2.2.1. Attend DPR training and meetings as directed by 18 CES/CEX.

2.2.2. Advise the commander or staff agency chief on the status of the unit's disaster preparedness training, equipment, operations and support requirements.

2.2.3. Develop comprehensive operating instructions and/or checklists in support of taskings outlined in KAB OPlan 32-1. Checklists must specify who, what, when and how to perform assigned tasks. Review and update checklists annually and within 30 days of a published change to KAB OPlan 32-1.

2.2.4. Ensure required publications and technical orders (T.O.s) are accessible. (See para. 6. for details)

2.2.5. Ensure unit specialized and protective equipment is maintained IAW applicable T.O.s and other technical guidance.

2.2.6. Distribute installation information program materials provided by 18 CES/CEX or developed by the unit DPR. Document on a Memo for Record when and how the information was distributed.

2.2.7. Maintain and display current disaster preparedness related visual aids on unit bulletin boards. (See para 12.3.1.)

2.2.8. Ensure assigned protective shelters are properly maintained and identified. See KAB OPlan 32-1, Annex B for peacetime OPR's and Annex C for wartime OPR's.

2.2.9. Ensure all assigned personnel understand their responsibilities under recall and disaster situations.

2.2.10. Maintain the unit disaster preparedness continuity file. (see para 7.)

2.3. All assigned personnel will:

2.3.1. Be knowledgeable of individual and unit responsibilities during enemy attack, major accident and natural disaster situations.

2.3.2. Brief dependents on actions to take during an attack or disaster situation.

3. Staff Assistance Visits (SAV).

3.1. 18 CES/CEX will:

3.1.1. Prepare and send a self-assessment checklist to all assigned units and forward revisions as needed.

3.1.2. Conduct SAVs upon unit requests. Conduct an optional in-brief and out-brief, as desired by requesting unit, and prepare a report within 10 days after SAV completion. A copy of this report

will be provided to the unit DPR and unit commander. Other agencies may be provided a courtesy copy at the unit's discretion.

3.2. Unit Commanders/Staff Agency Chiefs will:

3.2.1. Submit a reply of corrective actions to findings identified in the SAV report within 30 days of the date of the report. Open items will be tracked in the unit's self-assessment program.

3.3. 18 WG/IGI will track exercise trends to determine when units need special technical assistance. Request SAVs when trends show assistance is needed.

4. Self-Assessments.

4.1. Each unit is required to perform an assessment of its disaster preparedness program at least annually. The SAV checklists provided by 18 CES/CEX will form the basis for the self-assessment.

4.1.1. Crossfeed reports and base exercise reports will be used in the self-assessment program.

4.2. Documentation of the self-assessment will be maintained in the Unit Disaster Preparedness continuity file. Track discrepancies through completion. Forward a courtesy copy to 18 CES/CEX NLT 5 workdays after completion.

5. Alert and/or Recall of Specialized Teams.

5.1. Units must have pyramid alerting procedures for notifying unit personnel during normal duty hours, non-duty hours and communication-outage situations.

6. Publications.

6.1. Each unit disaster preparedness representative will ensure accessibility to the following publications. Having access to the Air Force Electronic Publications Library (AFEPL) will suffice for Air Force publications.

6.1.1. AFI 32-4001, *Disaster Preparedness Planning and Operations*.

6.1.2. AFMAN 32-4004, *Emergency Response Operations*.

6.1.3. AFMAN 32-4005, *Personnel Protection and Attack Actions*.

6.1.4. 18 WGI 32-4001, *Disaster Preparedness Program Management*.

6.1.5. KAB OPlan 32-1, *Disaster Preparedness Operations*.

6.1.6. Shelter Guides (if shelter OPR). Units responsible for wartime shelters identified in Annex C of KAB OPlan 32-1 or peacetime shelter management personnel and facilities identified in Annex B of KAB OPlan 32-1 will utilize the Kadena Air Base Shelter Management Guide.

6.1.7. AF Handbook 32-4014, Volume 4, *Ability to Survive and Operate (ATSO) Guide*.

6.1.8. 18 WG Emergency Actions Guide.

6.1.9. 18 WG Unit Control Center Guide.

6.1.10. 18 WG Unit Disaster Preparedness Representative Guide.

6.2. Units will maintain current NBC Defense Technical Orders (T.O.s) based on equipment assigned when the unit is responsible for the inspection and/or maintenance of the item.

7. Unit Disaster Preparedness Continuity File.

- 7.1. Each unit disaster preparedness representative is required to maintain a continuity file. The contents of this file are as follows:
- 7.2. Appointment letters (specialized teams/duties).
- 7.3. SAV checklist.
- 7.4. Extracts of Reports that directly reference unit ATSO performance (Staff Assistance Visits (SAVs), Combat Employment Readiness Exercises (CEREs), Higher Headquarters Inspection reports).
- 7.5. Program review meeting minutes (Disaster Preparedness Council, DP Representative Meeting Minutes, etc.)
- 7.6. Training documentation.
- 7.7. Information program materials and log.
- 7.8. Publications.

NOTE: Publications do not have to be maintained in the continuity file. However a reference concerning where the documents are or how they can be obtained must be present if the materials are not in the file.

8. Disaster Preparedness Training.

8.1. Policies:

- 8.1.1. 18 CES/CEX will provide quarterly schedules outlining all training activities i.e., Nuclear, Biological, Chemical Warfare Defense Training (NBCDT), DCG, HAZMAT Level 1, and specialized team (SMT, CCT) schedules.
- 8.1.2. Squadron commanders must ensure personnel needing training attend initial or refresher training IAW AFI 32-4001, PACAF Sup 1 and/or this instruction.
- 8.1.3. Unit schedulers will pick up documentation of student attendance at 18 CES/CEX at least twice a month.
- 8.1.4. Disaster Preparedness training classes will be terminated or canceled during:
 - 8.1.4.1. Base recall.
 - 8.1.4.2. Base exercises in which 18 CES/CEX is involved, if necessary.
 - 8.1.4.3. Actual peacetime emergencies, if necessary.
 - 8.1.4.4. During Tropical Cyclone Conditions of Readiness 1C (TCCOR 1C).

8.2. Nuclear, Biological, and Chemical Defense Training (NBCDT)

8.2.1. Planning and Scheduling.

- 8.2.1.1. NBCDT requirement. All military and ME civilians will attend NBCDT on a bi-annual basis with an annual show of competency conducted by the unit.
- 8.2.1.2. 18 CES/CEX will provide annual training quotas for each unit based on total military and ME civilians assigned.

8.2.1.3. NBCDT Initial. Classes are conducted on an as needed basis, usually once a month. Slots must be requested and canceled by phone, at least 24 hours prior to class start time.

8.2.1.4. NBCDT Refresher. 1st day of the 3rd month of each quarter (Mar, Jun, Sep, Dec), unit schedulers will submit requirements for refresher slots for the upcoming quarter. Ensure the number of slots needed for each month in the quarter is identified. Units who do not respond in a timely manner will be placed on the waiting list to receive slots canceled by other units.

8.2.1.4.1. The quarterly schedule will be distributed 20 days before the upcoming quarter. Allocated slots will be reflected on the calendar.

8.2.1.4.2. Slots for refresher classes must be canceled by email or letter from the scheduler. Requests for cancellations must be received at least 24 hours prior to the scheduled class so other units may be notified of available slots.

8.2.1.5. Training statistics (yearly squadron quota and number of personnel trained) will be sent to unit and group commanders monthly and will be briefed at least semi-annually to all command levels at the Disaster Preparedness Council or Kadena Team Staff Meetings (KTSM).

8.2.1.6. NBCDT Equipment. For all NBCDT classes, each person must bring their individually-issued protective mask (MCU-2A/P) and the following training assets: hood, chemical protective overgarment (pants and jacket), one pair of overboots, one pair rubber gloves, and one pair cotton glove inserts. Personnel will also bring their spectacle inserts for protective masks (if applicable). Military students will wear the utility uniform/flight suit or appropriate civilian dress for ME civilians.

8.2.1.7. Prior to the 20th of the 3rd month of each quarter, unit schedulers will provide 18 CES/CEX with the following training statistics:

8.2.1.7.1. Total number of personnel trained in NBCDT refresher who are assigned to a UTC and alternates.

8.2.1.7.2. Total number of personnel scheduled and trained in "Annual Show of Competency" for assigned personnel.

8.2.1.7.3. Percentage of personnel assigned to UTC and alternates who are current in training.

8.3. Course Descriptions.

8.3.1. Enlisted Specialty Training.

8.3.1.1. Personnel on mobility or deployable to a high threat area must be proficient at performing wartime tasks in the ground crew ensemble, to include driving in government vehicles. Unit supervisors and trainers must attend NBCDT in order to conduct this training.

8.3.1.2. Supervisors will identify and document tasks to be performed IAW the respective AFSC Career Field Education and Training Plans (CFETP).

8.3.1.3. Enlisted Specialty Training can be accomplished in conjunction with base exercises.

8.3.1.4. Annual Show of Competency is conducted by the unit. Personnel must demonstrate:

8.3.1.4.1. Groundcrew Ensemble Inspection.

8.3.1.4.2. Personal Decontamination.

8.3.1.4.3. Contamination Control Area Processing.

8.3.1.4.4. Proper Groundcrew Ensemble Wear.

8.3.2. Base Emergency Preparedness Orientation (BEPO).

8.3.2.1. The base populace briefing is conducted during base Individualized Newcomer Treatment and Orientation (INTRO) program briefings.

8.3.3. First Responder Awareness Training.

8.3.3.1. This training is conducted by 18 CES/CEX and is required for first responders who respond to HAZMAT incidents to provide care to the injured or engage in life saving and fire extinguishing measures. The designated On-Scene Commander and alternate, the Base Civil Engineer, the Senior Fire Official, the HAZMAT Emergency Response Team members, Fire Protection, CE Readiness, Security Forces, Medical and Explosive Ordnance Disposal personnel all require this training.

8.3.3.2. Contact 18 CES/CEX for more information on requirements and scheduling.

8.4. Disaster Preparedness Specialized Team composition and requirements.

8.4.1. Contamination Control Team:

8.4.1.1. Purpose. Provide chemical/radioactive fallout decontamination operations for equipment, area and personnel; and perform chemical/radiological monitoring as required.

8.4.1.2. Composition: Minimum of eight personnel to be contamination control team (CCT) members.

8.4.1.3. CCT team chiefs will be scheduled for and attend initial training conducted by 18 CES/CEX. Other team members will be trained at the unit level by the team chief when increase in threat occurs. Length of training is approximately 4 hours.

8.4.1.4. Qualifications. Team chiefs will be in the grade of SSgt or above. Team members may be any rank.

8.4.1.5. Responsibilities. Tasked units are responsible for maintaining their supplies and developing checklists to support contamination control operations. (Other related CCT equipment and supplies are listed in KAB OPlan 32-1, Annex C, Appendix 3.)

8.4.1.6. Plan for and identify location of resources needed by the CCT.

8.4.2. Peacetime Disaster Shelter Management Team:

8.4.2.1. Purpose. Provide supervision and workers in peacetime natural disaster shelters, and provide for safety of sheltered personnel.

8.4.2.2. Composition. Each shelter will have 2 shelter managers (1 per shift), and 2 team members (1 per shift). See KAB OPlan 32-1, Annex B, Appendix 4, para 4.2.1 for additional shelter support personnel. Team members must be appointed to 18 CES/CEX.

8.4.2.3. Qualifications. Shelter managers will be assigned by the tasked facility (shelter) own-

ers (KAB OPlan 32-1, Annex B). Shelter team members can be any rank (military or civilian). Wartime shelter team members tasked under KAB OPlan 32-1, Annex C, can be utilized if required.

8.4.2.4. Responsibilities. Shelter managers are required to store shelter kits and checklists in their shelter. Shelter team members, when recalled, must report to a pre-designated staging area in order to be assigned to shelters as they open. (Refer to KAB OPlan 32-1, Annex B for further guidance.)

8.4.2.5. Develop a shelter floor plan.

8.4.3. Wartime Shelter Management Team:

8.4.3.1. Purpose. Provide supervision in wartime shelters, manage shelter operations, provide for safety of sheltered personnel, perform radiological monitoring, and manage exposure control.

8.4.3.2. Composition. Each team will have two shelter supervisors and two exposure control monitors. Units are not required to maintain an active team; however, units must pre-identify a list of personnel to draw from and assign as shelter team members. Members are not required to be appointed or trained until shelters are activated.

8.4.3.3. Qualifications. Shelter supervisors will be in the grade of SSgt or above. Exposure control monitors may be any rank.

8.4.3.4. Responsibilities. Shelter management teams are responsible to contact their Unit Disaster Preparedness representative for the location of their SMT kit and other supplies.

8.4.3.4.1. Plan supply and resupply actions to support extended shelter operations for 14 consecutive days after fallout peaks. Maintain a shelter management kit as outlined in the base *Shelter Management Guide* and AFMAN 32-4005, *Personnel Protection and Attack Actions*.

8.4.4. Disaster Preparedness Support Team (DPST):

8.4.4.1. Purpose. This team augments 18 CES/CEX during major accident, natural disaster and contingency operations.

8.4.4.2. Responsibilities. The DPST performs radiological monitoring, DP control center tasks, response to major accidents to include radiological contamination control station operations.

8.4.4.3. Composition. Twenty team members from around the base. Tasking will be levied on units by 18 MSS based upon READY Board decisions.

8.4.4.4. Qualifications: Must have at least a secret security clearance.

8.4.5. Disaster Control Group.

8.4.5.1. Purpose. Responds to the scene of a major accident to provide command and control; advises the on-scene commander (OSC) of actions required to protect personnel and resources to include recovery actions.

8.4.5.2. Composition. See KAB OPlan 32-1, Annex A. One primary and one alternate member will be assigned by each organization tasked.

8.4.5.3. Qualifications. Primary DCG members should be organization commanders or chiefs, alternates must be functional experts delegated the same authority as the primary member.

8.4.6. Survival Recovery Center (SRC).

8.4.6.1. Purpose. To monitor and direct pre-, trans-, and post-disaster survival and recovery actions.

8.4.6.2. Composition: See 18 WGI 10-201, *Contingency Support Staff (CSS) Organization and Procedures*.

8.4.6.3. Qualifications:

8.4.6.3.1. SRC staff members must be officers/Senior NCOs of tasked organizations who have decision-making authority from their organization commander.

8.4.6.3.2. Must have at least a secret security clearance.

8.4.6.3.3. All assigned members must have an AF Form 1199C, **USAF Restricted Area Badge** (obtained through their unit security manager), with area 12 open.

8.4.6.4. Training. SRC members will receive unit specific training from their unit.

8.4.6.5. SRC recall rosters are maintained by 18 MSS/CC.

Table 1. Readiness Training.

Course	Target Audience	Length	
		Initial	Refresher
Disaster Control Group (DCG)	Unit personnel assigned DCG duties IAW OPlan 32-1, Annex A.	2 Hours	Primary and Alternate members must participate in actual incident or exercise annually.
Peacetime Shelter Management Team (PSMT)	Unit personnel from units tasked by OPlan 32-1, Annex B.	6 Hours	N/A
Wartime Shelter Management Team (WSMT)	Unit personnel from units tasked by OPlan 32-1, Annex C.	4 Hours	N/A
Contamination Control Team (CCT)	Unit personnel from units tasked by OPlan 32-1, Annex C.	4 Hours	2 Hours Annually
Disaster Preparedness Support Team (DPST)	Unit personnel as identified by READY Board.	4.5 Days	4 Hours Quarterly
Unit Control Center (UCC)	Unit personnel that are tasked to operate unit control centers (UCCs).	3 Hours	None

Course	Target Audience	Length	
		Initial	Refresher
Nuclear, Biological, Chemical Defense Training (NBCDT)	All personnel on mobility deploying to a CB High Threat Area.	6 Hours	Annual show of competency & 4 hours Bi-annual refresher taught by 18 CES/CEX Readiness Personnel.
NBC Enlisted Specialty Training (NBC EST)	All personnel on mobility deploying to CB High Threat Area.	As determined by unit.	Annually. Length as determined by unit.
Base Emergency Preparedness Orientation (BEPO)	All military and DoD Civilians PCSing into Kadena AB. Spouses are encouraged to attend.	20 minutes as part of Newcomers INTRO Processing.	Annually through unit Disaster Preparedness Representatives using information provided by 18 CES/CEX.
HAZMAT First Responder Awareness	First Responders and other personnel identified in para 8.4.3.1 .	2 Days	Participation in actual incident or exercise annually CD-ROM training at Readiness.

9. Unit Control Center (UCC).

9.1. UCCs act as the focal point to conduct peacetime and wartime actions for the unit. The size and composition will vary depending on the unit mission and type of contingency operation. They alert, assemble, dispatch and control personnel and resources in support of peacetime or wartime operations and accomplish activity support requirements. All units are required to maintain control centers. (See AFI 32-4001, Chap 1, and KAB OPlan 32-1 for additional guidance).

9.2. Each unit control center will have the following items:

9.2.1. A dedicated phone number for command post conference calls.

9.2.2. Access to Kadena web site (home page).

9.2.3. Recall roster for:

9.2.3.1. All assigned personnel (include emergency essential civilians).

9.2.3.2. Specialized teams controlled by the unit. Units may use special identifying symbols (e.g. +, #, etc.) on the unit recall roster to identify specialized teams or other members for selective recall.

9.2.4. Checklists. Develop checklists according to the general UCC responsibilities listed in AFMAN 32-4004, para 1.4; responsibilities parallel those listed in para 1.2. for DCG representatives (For UCCs with Primary DCG members); and specific UCC responsibilities listed in **Attachment 2**, checklist 21. Refer also to KAB OPlan 32-1 for additional requirements. Required checklists include:

9.2.4.1. Control center activation, relocation and deactivation checklists.

- 9.2.4.2. Checklists for action to take during peacetime and wartime operations (See AFMAN 32-4004, atch 2, checklist 21 and 18 WG Unit Control Center Guide for more information).
 - 9.2.4.3. Operational checklists for disaster response teams directly controlled by the unit (SMT, DCG, and other teams).
 - 9.2.5. Kadena AB disaster preparedness crash grid map:
 - 9.2.5.1. Unit Control Center three piece map (1-540 scale).
 - 9.2.5.1.1. Color code to show unit facilities.
 - 9.2.6. 18th Munitions Squadron area grid map. Use the 2 piece grid map or if required, the 3 piece grid map.
 - 9.2.7. Island of Okinawa crash grid map.
 - 9.2.8. AF Forms 1924, **Events Log**, or substitute.
 - 9.2.9. KAB OPlan 32-1.
 - 9.2.10. 18 WG Unit Control Center Guide.
 - 9.2.11. Air Force Manual 32-4014 Vol 4, *Ability to Survive and Operate (ATSO) Guide*.
 - 9.2.12. 18 WG Emergency Actions Guide.
 - 9.2.13. Communications-out procedures.
- 9.3. Responsibilities. Control center operators must be able to:
- 9.3.1. Use control center checklists and conduct overall operations.
 - 9.3.2. Recall unit personnel.
 - 9.3.3. Plot and relay grid map coordinates properly (left to right, bottom to top e.g. 4.4, N.3).
 - 9.3.4. Recall and dispatch specialized teams (if the unit is tasked).
 - 9.3.5. Use KAB OPlan 32-1 and supporting documents.
 - 9.3.6. Use land mobile radios (if available).
 - 9.3.7. Use STU III telephone.
 - 9.3.8. Use Kadena's web site (home page).
 - 9.3.9. Use other plans (BSP 10-404, PACAFI 10-205, *PACAF Alert System* and 18 WG OPlan 207, Part I).
- 9.4. Logistics and Administration:
- 9.4.1. Each tasked unit will ensure a sufficient number of qualified individuals are available and trained to maintain 24 hour control center operations.
 - 9.4.2. All base resources will be considered available during disaster and recovery operations.
 - 9.4.3. Process request for off-base commercial resources and support through 18 CONS.
- 9.5. Unit Control Center training is not required but available quarterly. Schedule through 18 CES/CEX. (See **Table 1**.)

10. Sector Control Centers (SCC).

10.1. These control centers are **designated UCCs** that have the extra responsibility of controlling a predetermined area, called a sector. The SCC consolidates after attack/disaster damage reports from within its sector of responsibility and passes the information to designated SRC representatives. Refer to KAB OPlan 32-1, Annex C, Appendix 8 for additional information.

10.2. Kadena AB is divided into primary sectors and secondary sectors for contingency damage assessment purposes. Sector control centers are only required for primary sectors. Secondary sectors will be assessed by the 18 CES after the primary sectors have been cleared. (Refer to KAB OPlan 32-1, Annex C, Appendix 8 for more information.) **Units having assets in a secondary sector should establish reporting procedures with the nearest SCC, prior to any contingency.**

11. Disaster Preparedness Council.

11.1. The installation Disaster Preparedness Council meets semiannually to review the status of the installation Air Base Operability (ABO)/Disaster Preparedness programs. (See [Attachment 2](#) for membership.)

12. Base Emergency Preparedness Orientation.

12.1. This program is designed to provide all assigned personnel, military and civilian, with the knowledge to protect themselves from the effects of a major accident, natural disaster, or enemy attack, and to support unit actions in response to these occurrences. This program is composed of initial orientation and recurring indoctrination.

12.1.1. Initial Orientation. This training will be conducted by the unit as part of unit inprocessing. All incoming personnel will be briefed on unit disaster response procedures, shelter assignment, specialized team assignment (if applicable), recall procedures and contingency procedures. Conduct this briefing within 30 days of arrival to a unit. Use the unit inprocessing checklist or computer-generated product for documenting this training.

12.2. Recurring Indoctrination. This training is conducted for all military and civilian personnel on a yearly basis by the unit. Briefings may be conducted or informational materials from 18 CES/CEX, the unit commander or staff agency chief may be circulated throughout the unit.

12.3. Unit Bulletin Boards.

12.3.1. Disaster preparedness visual aids may be maintained on bulletin boards throughout the unit. The following visual aids are required to allow all assigned personnel access to disaster preparedness information: 18 WGVA 32-1, *Tropical Cyclone Conditions of Readiness (TCCOR)*; 18 WGVA 32-2, *Audible Warning Signals*; 18 WGVA 32-3, *Air Base Operability Notes*; and 18 WGVA 32-4, *Wartime Alarm Signals*.

12.3.2. Units with mobility tasking may also have the following additional visual aid posted: AFVA 32-4012, *Mission Oriented Protective Postures (MOPP)*.

13. Mission Essential Typhoon Passes.

13.1. Mission essential typhoon passes are required for selected organizations involved in recovery operations following typhoons. Only personnel having a need to conduct business during a typhoon or damage assessment immediately after any typhoon should be issued passes. Refer to KAB OPlan

32-1, Annex B, Appendix 1. NOTE: These passes permit people to travel on base before hazards have been identified and cleared (during Tropical Cyclone Conditions of Readiness 1-Emergency and 1-Recovery (TCCOR 1-E/1-R)). Personnel using these passes are subject to those hazards.

13.2. If your organization has a need for mission essential typhoon passes, contact 18 CES/CEXO for issuance policies and procedures. These passes are controlled items and must be safeguarded.

13.3. The 18 CES Readiness Flight provides guidance and an annual review of pass policy.

14. Accounting for Disaster Relief Materials.

14.1. Units tasked to provide disaster relief materials must account for all materials and manpower supplied in support of relief operations. The unit control center must maintain complete records of all unit resources employed and expended.

14.2. Daily reports documenting assistance rendered will be submitted to 18th Wing Command Post (18 WG/CP).

14.3. A complete report of activities will be submitted to 18 CES/CEX and the Base Comptroller no later than 5 days following termination of relief operations.

14.4. Reports for response off the installation under military assistance to civil authorities will be submitted in accordance with AFMAN 10-206, *Operational Reporting*.

15. Unit Disaster Preparedness Program Management Operating Instructions (OI).

15.1. Each unit may develop a unit OI 32-4001 under the title *Unit Disaster Preparedness Program Management*. Unit OIs should address specific unit responsibilities and actions, for managing their unit level disaster preparedness program, not mentioned in either AFI 32-4001 or 18 WGI 32-4001.

15.2. This OI should address only the items applicable to the unit.

15.3. The OI's length and "breadth of detail" will be determined by each unit. Unit commanders may add other applicable information at their discretion.

16. Final After-Actions Lessons Learned Report.

16.1. A final after-actions lessons learned report must be submitted to higher headquarters no later than 30 days after ending recovery operations to a major accident or natural disaster response.

16.2. Units must use AFI 32-4001, attachment 4, para 4.5 as a guide for report content.

16.3. Submit unit inputs to 18 CES/CEX for preparation of the final report to be signed by the installation commander.

GARY L. NORTH, Brigadier General, USAF
Commander, 18th Wing

Attachment 1**UNIT SPECIALIZED DISASTER PREPAREDNESS EQUIPMENT REQUIREMENTS**

A1.1. Units having a requirement to equip a shelter management team will budget for, procure and maintain the equipment items listed in AFMAN 32-4005, Attachment 2, para A2.7.

A1.1.1. Chemical Warfare Defense Equipment, in support of shelter operations, should be submitted/requested through 18 CES/CEX for purchase through the wing NBC defense account.

A1.1.2. RADIAC equipment, in support of nuclear fallout shelters, will be provided by 18 CES/CEX.

A1.1.3. Units are not required to budget for furniture items listed in Attachment 2, AFMAN 32-4005.

A1.2. Units having a requirement to equip a contamination control team will budget for, procure and maintain the equipment items listed in AFMAN 32-4005, Attachment 15, para A15.4.1.

A1.2.1. Nuclear, Biological and Chemical Marking Kits, decontamination kits and chemical agent detectors will be budgeted and procured through 18 CES/CEX.

A1.3. Equipment required for shelter or contamination control team operations does not have to be procured specifically for these purposes. Units may pull from existing supplies at the time of team activation, providing these supplies are on hand.

A1.4. Units will budget for, procure and maintain a complete ground crew training ensemble, to include MCU-2A/P protective mask, protective hood, filter/canister set, overgarment, footwear covers, cotton glove inserts and gloves. The exact quantity the unit requires should match the total number of personnel assigned plus 10 percent.

A1.4.1. Units may procure training sets through 18 SUPS, if supplies are available, otherwise these must be budgeted for through unit funds.

A1.4.2. Replacement parts for the MCU-2A/P protective mask will be requested through 18 CES/CEX to be purchased through the wing NBC defense account.

Attachment 2**DISASTER PREPAREDNESS COUNCIL MEMBERSHIP**

18th Wing Commander (Chairperson)	(18 WG/CC)
18th Wing Exercises and Inspections	(18 WG/IGI)
18th Logistics Group Commander	(18 LG/CC)
18th Logistics Support Squadron Commander	(18 LSS/CC)
18th Supply Squadron Commander	(18 SUPS/CC)
18th Transportation Squadron Commander	(18 TRNS/CC)
18th Medical Group Commander	(18 MDG/CC)
18th Aerospace Medicine Squadron Commander	(18 AMDS/CC)
18th Operations Group Commander	(18 OG/CC)
18th Operations Support Squadron Intelligence	(18 OSS/IN)
18th Support Group Commander	(18 SPTG/CC)
18th Communications Squadron Commander	(18 CS/CC)
18th Services Squadron Commander	(18 SVS/CC)
18th Security Forces Squadron Commander	(18 SFS/CC)
18th Civil Engineer Group Commander	(18 CEG/CC)
18th Civil Engineer Squadron Commander	(18 CES/CC)
18th Civil Engineer Squadron Readiness Flight	(18 CES/CEX)
353d Special Operations Group Commander	(353 SOG/CC)
390th Intelligence Squadron Commander	(390 IS/CC)
633d Air Mobility Support Squadron Commander	(633 AMSS/CC)
Commander Fleet Activities Okinawa, Naval Air Facility Kadena	(CFAO/NAFK)
Marine Wing Liaison Kadena, Officer in Charge	(MWLK/OIC)

Attachment 3**EXAMPLE UNIT DISASTER PREPAREDNESS
PROGRAM MANAGEMENT OPERATING INSTRUCTIONS**

BY ORDER OF THE COMMANDER, 18TH CIVIL ENGINEER SQUADRON
18TH CES OPERATING INSTRUCTION 32-4001
XX DATE XXXX
Disaster Preparedness
UNIT DISASTER PREPAREDNESS PROGRAM MANAGEMENT

This Operating Instruction (OI) implements AFI 32-4001, *Disaster Preparedness Planning and Operations*, supplemented, at the unit level. It describes the responsibilities for the unit's disaster preparedness (DP) program and establishes procedures for managing its resources during all contingencies. This instruction applies to all personnel assigned and attached to the _____ Squadron.

1. General/Unit's Policy
2. Responsibilities
3. Self Assessments
4. Alert and/or Recall of Specialized Teams
5. Publications
6. Unit Disaster Preparedness Continuity Book
7. Disaster Preparedness Training
8. Specialized Teams
9. DP Equipment (i.e., M-17 Decontamination Apparatus, MCU2-P protective mask, etc.)
10. Unit Control Center (UCC)/Sector Control Centers (SCC)
11. Disaster Preparedness Council
12. Disaster Preparedness Information Program
13. Accounting for Disaster Relief Materials
14. Final After-actions Lessons Learned Report

COMMANDER SIGNATURE BLOCK